

To: Minter, Marsha[Minter.Marsha@epa.gov]
From: Ferguson, Cynthia (ENRD)
Sent: Wed 3/22/2017 9:53:58 PM
Subject: RE: Committee Chair Meeting

Hi Marsha,

How/when do you want me to pay for pizza? Are you ordering it online or by phone?

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From: Minter, Marsha [mailto:Minter.Marsha@epa.gov]
Sent: Tuesday, March 21, 2017 4:54 PM
To: Ferguson, Cynthia (ENRD) <CFerguso@ENRD.USDOJ.GOV>
Subject: Committee Chair Meeting

Hi—can you update the outlook invite and add the room # and discussion topics—feel free to make any edits-THANKS!

I'm expecting about ten people-- you think 4 pizzas is enough? (2 Veggies, Pepperoni, Chicken)

Committee Chairs Brownbag—Room 2226D (WJC South Building) 12:45 – 1:45

Discussion Topics

- FY 17 Priorities (top external/community-based project)

- Opportunities/Challenges
 - Need for additional agency reps on your committee
 - Hosting Meeting at your Agency
 - Cross Committee Collaboration
 - MAX.GOV

- Frequency of Committee Chair meetings
 - Quarterly, Bi Annual, Other?